

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JUNE 27, 2001**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, June 27, 2001, at 11:00 a.m. The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance as identified in the committee's previously distributed agenda.*

INTRODUCTION AND REVIEW OF PREVIOUS MINUTES

Dr. Jackson began the meeting with a roll call of attendees and reviewed the minutes from the previous teleconference which was held on June 13, 2001. All action items have been completed. The minutes were amended and approved as amended.

Mr. Clifford Annis was welcomed as a member of the Program Policy and Structure Committee, anticipating receipt of the appointment letter from the NELAC chair.

AGENDA ITEMS

Analyte Groups

The committee held a brainstorming session to discuss the concept of accreditation by analyte group and how to define analyte groups. Prior to the teleconference, Dr. Jackson had contacted Ms. Barbara Burmeister, Chair of the Proficiency Testing (PT) Committee, to get her committee's input on this subject. The PT Committee has established a work group to study analyte groups. They will also be considering different standpoints – accreditation, proficiency testing, analysis – and will be evaluating the influence of preparation methods.

Rather than making any decisions on this matter at this time, the committee decided that it would be best to wait and review the PT Committee's report which is due out in August.

Field of Accreditation Tables

The committee reviewed the example "Field of Accreditation" table that Dr. Jackson had distributed prior to the call and discussed the various ways to order the table and the headings for the columns. The committee agreed that the column headings should be those used in the fields of accreditation (matrix - technology/method - analyte/analyte group). The ordering of the entries in the table should be according to analyte, since that reflects the way people are likely to search for a field of accreditation. Dr. Jackson will revise the table prior to the next teleconference.

Data Integrity Program

The scheduled update on the data integrity program was postponed until the next teleconference.

FUTURE TELECONFERENCES

After a short discussion, the committee decided that they would not need the scheduled July 11th meeting. The next teleconference will be July 25th.

OTHER BUSINESS AND ADJOURNMENT

There being no other business, the meeting was adjourned at 12:10 p.m.

**ACTION ITEMS
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Item No.	Action	Date to be Completed
1.	Dr. Jackson will revise Field of Accreditation tables.	7/25/01

PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JUNE 27, 2001

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